

CITY OF MILWAUKIE

CLASSIFICATION: Court Clerk

Department: Finance/Municipal Court

FLSA Status: Non-exempt

Pay Grade: 58

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs a variety of routine to complex administrative support work for the Municipal Court. The position is responsible for the daily operation of the municipal court including trial scheduling, court dockets and payment arrangements for municipal court fines and assessments. Prioritizes and monitors workflow and reviews records. This position works under the supervision of the Assistant Finance Director and acts in accordance with direction from the judge on legal matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Administers court proceedings and docketing; prepares and ensures completeness and size of docket; forwards copy trial docket and arraignments to the judge.
2. Keeps judge informed of all incoming information and inquiries.
3. Coordinates court matters with the judge, defendants, police, and other levels of the criminal justice system; documents decisions in case files using computerized court system.
4. Compiles individual files for traffic and misdemeanor complaints.
5. Process timely notices to defendants for arraignments, trials, and hearings; constructs new case files, filing and retrieving documents as necessary.
6. Ensures the court systems are working efficiently including utilization paperless systems.
7. Processes deferrals and Failure to Comply and Failure to Appear Notices; Monitors warrant and license suspensions and enters into system.
8. Reviews court policies and processes and ensures systems comply with applicable laws and codes and are efficient operating systems.
9. Writes court procedures and provides training instructions to other staff on these procedures.
10. Prepares statistical reports for State and City including tabulating revenues and expenditures and checking accuracy of figures.
11. Responds to incoming telephone and written correspondence from public, defendants and attorneys. Coordinates response regarding legal matters as dictated by the Judge.
12. Responsible for Dept. Motor Vehicles (DMV) inquiries, corrections, and maintains data in the specialized computer program regarding parking violations.
13. Works with collections agencies to resolve issues with outstanding accounts.
14. Coordinates and administers National Traffic Safety Institute (NTSI) and seat belt program.
15. Schedules interpreters for court sessions and interacts with other vendors including collection agencies.
16. Collects monies for fines, fees, and bails; receipts and credits payments for fines, bails, parking payments, and traffic citation assessments.

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17. Maintains front-office coverage, mail delivery, daily deposits and other front-office duties as assigned.
18. Maintains positive public relations with customers and is responsive to customer needs.
19. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
20. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office practices, procedures, and equipment.
- Legal language and legal procedures and criminal, traffic and infraction procedures.
- Basic bookkeeping practices.
- Standard business English composition, spelling, grammar and punctuation.
- Public records laws

Skills and Abilities to:

- Operate standard office equipment including, multi-line telephones, computers, copiers, fax machines, credit card machines, and two-way radios.
- Create Word documents, Excel spreadsheets, and use other job specific computer operating systems including Incode and FileNet.
- Gather and analyze information and determine appropriate action.
- Maintain filing and record keeping systems.
- Prepare complex reports, correspondence, and records.
- Learn, apply, and explain in detail the City and departmental policies and procedures.
- Work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- Greet the public and respond to inquiries both in person and via the phone.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Three (3) years of progressively responsible related experience, preferably including work as a paralegal or in a courtroom setting.
- Associates degree from an accredited college or university with a degree in paralegal, clerical or business administration.

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Licensing/Special Requirements:

- Must be able to pass the department's security clearance standards.
- Certification as an Oregon Association for Court Administration (OACA) Professional Court Leader preferred at time of hire or able and willing to obtain within an agreed upon timeframe.
- Must be LEDS certified at time of hire or obtain certification within six (6) months of hire date.
- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine, credit card machine, and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, specialized software for courts, and telephones.

Supervision:

- This position does not provide supervision to any other staff. May provide work direction to other front office staff.
- Operates under the general direction and supervision of the Assistant Finance Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

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- Work is performed mostly in office or courtroom setting.
- Occasional evening work is required for court sessions.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 9/1/1995
Adopted: 10/18/1995
Revised: 11/30/2004
3/9/2021 (reactivated and updated)